

SPECIAL ORDER NO. 17

April 14, 2009

SUBJECT: PATROL AND DETECTIVE SERVICE RIBBONS - ESTABLISHED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order establishes the criteria for awarding the Patrol and Detective Service Ribbons. Additionally, this Order establishes the order precedence and proper wear and display on the Department uniform.

PROCEDURE: The Patrol and Detective Service Ribbons shall be awarded to sworn employees who meet the following criteria:

- I. **PATROL SERVICE RIBBON - ESTABLISHED.** Police officers or supervisors with the rank of lieutenant and below who have served 5 years aggregate Department patrol service (duties that currently qualify for patrol incentive pay or past duties that qualify under current standards, based on Memorandum of Understanding No. 24, dated June 13, 2006) shall be awarded a Patrol Service Ribbon.

Award and devices (Bronze Oak Leaf, Silver Star, and Gold Star) shall be as follows:

- * 5 years aggregate patrol service shall be denoted by a standard-sized solid blue ribbon. No device is authorized;
- * 10 years aggregate patrol service shall be denoted by a single 3/16-inch Bronze Oak Leaf cluster device placed in the center of the ribbon;
- * 15 years aggregate patrol service shall be denoted by a single 3/16-inch Silver Star device placed in the center of the ribbon;
- * 20 years aggregate patrol service shall be denoted by a single 5/16-inch Gold Star device placed in the center of the ribbon;
- * Only one device may be worn; and,
- * The Patrol Service Ribbon may be awarded retroactively.

- II. **DETECTIVE SERVICE RIBBON - ESTABLISHED.** Detectives who have served 5 years aggregate service in an investigative assignment (duties that currently qualify for detective incentive pay or past duties that qualify under current

standards, based on the current Memorandum of Understanding No. 24) shall be awarded a Detective Service Ribbon. Lieutenants who have served 5 years aggregate service as officers in charge and/or commanding officers of Area detectives and/or specialized investigative units and/or in combination of the ranks of detective and lieutenant, shall be awarded a Detective Service Ribbon.

Award and devices shall be as follows:

- * 5 years aggregate investigative service shall be denoted by a standard-sized solid red ribbon. No device is authorized;
- * 10 years aggregate investigative service shall be denoted by a single 3/16-inch Bronze Oak Leaf cluster device placed in the center of the ribbon;
- * 15 years aggregate investigative service shall be denoted by a single 3/16-inch Silver Star device placed in the center of the ribbon;
- * 20 years aggregate investigative service shall be denoted by a single 5/16-inch Gold Star device placed in the center of the ribbon;
- * Only one device may be worn; and,
- * The Detective Service Ribbon may be awarded retroactively.

III. PROCEDURE FOR AUTHORIZING EACH AWARD. Individual employees shall be responsible for requesting consideration for each award. A Department supervisor shall review each request and verify eligibility via a Training Evaluation and Management System (TEAMS) and/or personnel file review. If the supervisor determines that the requesting employee meets the criteria for the award, the information shall be recorded on a Commendation Report, Form 01.18.00, and forwarded through the chain of command. Once approved at the bureau level, the award shall be entered into TEAMS by the concerned Area. The employee will be authorized to wear the appropriate ribbon on their Department uniform once the award has been entered into TEAMS.

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Note: The Bureau Commendation sample narrative should state the following:

"I, Sergeant (Name and Serial Number), have verified that Officer (Name and Serial Number), has completed (5, 10, 15, or 20) years aggregate patrol/investigative service and is eligible to be awarded the Patrol/Detective Service Ribbon with Bronze Oak Leaf device, Silver Star device, or Gold Star device."

The Patrol and Detective Service Ribbons shall be worn/displayed before the Reserve Officer Service Ribbon in the descending order of precedence:

- * Patrol Service Ribbon; and,
- * Detective Service Ribbon.

AMENDMENTS: This Order amends Department Manual Sections 3/637.20, 3/637.30 and 3/637.40.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "A"